

P3819
1.5.1

**Pennsylvania State Board of Examiners
for
Registration of Nurses**

**Handbook
for
Schools of Nursing
in the
Commonwealth of Pennsylvania**

**Bulletin 634
1946**

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC INSTRUCTION
HARRISBURG**

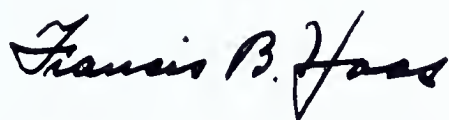


**PENNSYLVANIA STATE LIBRARY
DOCUMENTS SECTION**

Foreword

THIS Handbook will be of interest to two groups, Administrators of Hospitals and the Staffs of Schools of Nursing.

It is earnestly hoped that each year Schools of Nursing will meet and surpass the standards established in this bulletin and that they will find herein information to meet their individual needs and to assist in the advancement of education of nurses in Pennsylvania.

A handwritten signature in black ink, reading "Francis B. Haas". The script is cursive and fluid, with the first name "Francis" and last name "Haas" clearly legible.

Superintendent of Public Instruction.

July, 1946



Digitized by the Internet Archive
in 2016

Contents

	Page
Regulations for the Schools of Nursing in the Commonwealth of Pennsylvania	7
Standards for Approval of Schools of Nursing	8
A. Procedure for the Establishment of a New School	8
B. Hospitals—Type—Character—Capacity	8
C. Importance and Function of the School of Nursing Committee	9
D. Essentials in the Administration of the Curriculum	9
E. Division of Service—Content of Service—Affiliation	10
F. Working Conditions	15
G. Standards of Admission	18
H. Faculty	19
Requirements	19
Recommendations	20
I. Teaching Facilities	21
Reference Library	21
Records	21
Admission of Classes	22
The Pre-Clinic Course	22
Centralized Teaching Program	22
Severed Students	23
Transfer of Students	23
Sick Leave	23
Allowances, Tuition Fees, and Scholarships	23
Conferences	23
School Announcements	24
Endowments	24
Secretarial Assistance	24
Class Calendar	24
Regulations Governing the Licensure of Attendants	25
Addendum	26

Regulations for the Schools of Nursing in the Commonwealth of Pennsylvania

THE registration of Nurses in the Commonwealth of Pennsylvania first authorized by Act of Assembly created by the Legislature in 1909, has had important and substantial results. Uniform methods of teaching, which embrace the equally important factors of theory and practice, together with opportunities for extended bedside experience, not only have been recognized as essential in the education of all nurses and indispensable for those desiring registration, but they have been generally subscribed to by Schools of Nursing in institutions of all grades.

According to the provisions of the ACT OF GENERAL ASSEMBLY as amended and approved June 1923; May 1927; May 1931; May 1933; May 1937; April 1945; the Pennsylvania State Board of Examiners for Registration of Nurses continues to function directly under the Department of Public Instruction. Its activities are:

A. The Registration of Nurses

1. By examination so planned that the educational benefits derived by the nurse may appear and her ability to meet the grave responsibilities of her profession be assured.
2. By endorsement (without examination). Registering by endorsement nurses who have been granted registration by examination by any state of the United States, where the requirements for registration in the judgment of the Board are at least equal to the requirements of law for such nurses in Pennsylvania.

B. The Licensure of Attendants

1. By prescribing a course of training for applicants desiring registration as licensed attendants.
2. By an examination to determine if an applicant for this privilege is competent to practice as an attendant and to issue a certificate if this has been satisfactorily proved.

C. Recording Annually the Certificates of Nurses Registered in Pennsylvania.

D. Recording Annually the Licenses of Attendants Licensed in Pennsylvania.

- E. The Preparation for Public Distribution of a List of all Schools of Nursing or Combinations of Schools of Nursing That Are Approved by the Board as Possessing the Necessary Requirements for Giving a Student Nurse a Full and Adequate Course of Instruction.**
- F. Preparation of a Minimum Curriculum to be Used as a Basis for the Approval of Schools of Nursing.**
- G. The Establishment and Maintenance of Necessary Standards for Living, Working, and Educational Conditions in Schools of Nursing.**
- H. The Revocation of any Certificate of Registration for Cause.**

The Pennsylvania State Board of Examiners for Registration of Nurses will place on its approved list all Schools of Nursing which adopt and put into practice certain standards outlined as follows:

A. Procedure for the establishment of a new school

Any institution desiring to establish or conduct an approved School of Nursing shall make written request to the Pennsylvania State Board of Examiners for Registration of Nurses. Upon receipt of such request the Board will forward a form requesting pertinent information regarding the institution. Such report when received in complete form will be carefully studied by the Board, consideration being given to the size and type of institution, the daily average number of patients, the adequacy of the clinical facilities for a teaching program, and the qualifications of the staff and faculty members. If in the judgment of the Board the information as submitted warrants further consideration, plans for a survey by one or more Board representatives will be made looking toward the establishment of the school.*

B. Hospitals—Type—Character—Capacity

1. As the type of teaching in a School of Nursing depends to a great extent upon the hospital with which it is incorporated, and the ideals and work of the student are shaped largely on what they see done daily in the hospital wards and are unconsciously influenced by the environment and personnel, a hospital conducting a School of Nursing should be one of high standards, ethically and scientifically.
2. In order to be approved, established schools must be connected with hospitals having a daily average of not less than FIFTY patients, exclusive of new-borns, and must be accredited by the American College of Surgeons and registered with the American Medical Association. General hospitals which in the opinion of the Board do not provide a sufficient amount of experience in a given service will be required to supplement such experience by affiliation as approved by the Board. Special hospitals conducting Schools of Nursing, such as Mental

* Approval by this Board is for one year only.

and Nervous, Obstetrical, Pediatric, and Contagious shall be required to affiliate in those courses not provided in the Special Hospital.*

3. No approved School of Nursing may conduct at the same time a school for nurses and a school for attendants or other subsidiary groups.

C. Importance and Function of a School of Nursing Committee

1. Although the School of Nursing provides the Nursing Staff of the hospital, it deals with the education of the nurse as well as with the administration of the hospital. With this double function in mind, Directors of Schools of Nursing are advised to have appointed a committee interested in the problems of the school. Great care should be exercised in the selection of the personnel and due consideration given to their ability to correctly interpret nursing objectives. It has been found a good working committee may be made up of from five to seven members including a representative of the hospital Governing Board, the Medical Staff, the School of Nursing Alumnae, the Superintendent of the hospital, the Director of the School of Nursing, and someone engaged in educational work connected with a good college, technical or high school. The function of this committee will be advisory to the Director of the School of Nursing in professional and educational matters.
2. The administration of the affairs of the School of Nursing should be directly in the hands of the Director of the School of Nursing who should be given authority commensurate with her responsibilities.

D. Essentials in the Administration of the Curriculum

1. Minimum Curriculum Requirements

<i>Subject</i>	<i>Required Minimum</i>	<i>Place- ment</i>
Anatomy and Physiology	90 hrs	1 yr
Chemistry	45 hrs	1 yr
Microbiology	45 hrs	1 yr
Psychology	15 hrs	1 yr
Sociology	15 hrs	1 yr
Social Problems in Nursing Service	15 hrs	1 yr
History of Nursing	15 hrs	1-3 yr
Prof. Adjustments I	15 hrs	1 yr
Introd. to Medical Science (to include Pa- thology, Sanitation, Special Therapeutics) ..	30 hrs	1 yr
Pharmacology and Therapeutics	20 hrs	1 yr
Principles of Nursing (to include Introd. to Nursing Arts, Personal Hygiene, Bandaging, Massage, Elementary Materia Med.)	100 hrs	1 yr
Nutrition, Foods, Cookery	45 hrs	1 yr
Diet Therapy	25 hrs	1 yr

* See addendum on page 26.

<i>Subject</i>	<i>Required Minimum</i>	<i>Place- ment</i>
Medical-Surgical Nursing		
I. Introduction	8 hrs	1 yr
II. Respiratory Sys.	26 hrs	1 yr
III. Circulatory Sys.	24 hrs	1 yr
IV. Gastro-Intest. Sys.	22 hrs	1 yr
V. Urinary Tract	8 hrs	2 yr
VI. Tegumentary Sys.	12 hrs	2 yr
VII. Allergy	5 hrs	2 yr
VIII. Endocrinology and Metabolism	5 hrs	2 yr
IX. Nervous System	10 hrs	2 yr
X. Eye and Ear	10 hrs	2 yr
XI. Musculo-skeletal System	22 hrs	2 yr
XII. Reproductive Sys.	22 hrs	2 yr
XIII. Communicable Disease		
Highly Communicable	30 hrs	2 yr
Gonorrhea-Syphilis	10 hrs	2 yr
Tuberculosis	10 hrs	2 yr
XIV. Oper. Aseptic. Tech.	16 hrs	1-2 yr
Obstetrics	40 hrs	2-3 yr
Nursing of Children	45 hrs	2-3 yr
Psychiatric Nursing	30 hrs	2-3 yr
Advanced Nursing (to include First Aid and Emergencies)	20 hrs	2-3 yr

2. Study Periods: Supervised study periods, especially in the early part of the student's program are recognized as essential. Such periods properly supervised should be provided in all schools.
3. Massage which is included in Nursing Arts may be taught by a registered masseuse or a registered nurse who has qualified for teaching this course through special advanced preparation.

E. Division of Service—Content of Service—Affiliation

1. Division of Service

From the standpoint of proper care of patients as well as adequate experience for the students it is important that the services should be segregated in the hospital. In order to receive placement upon the approved list of schools issued annually by the Board, the following minimum requirements shall have been satisfied:

Pre-clinical	114 days
Medical	140 days

Surgical	140 days
Operating Room	56 days
Pediatrics	84 days
Obstetrics	84 days
Diet Kitchen	28 days
Electives	28 days
Vacation	63 days
To this the School will add in accordance with its facilities, staff, and clinical material.	

2. Content of Service

Content of service deals with the number of patients necessary for adequate experience in each service. Case report records will be required on all services.

a. Medical

A minimum experience should include cardiac, gastric, kidney, metabolic conditions, and the communicable diseases such as pneumonia and influenza.

b. Surgical

A minimum experience should include general surgical, gynecological, urological, orthopedic and emergency work, adequate experience in surgical asepsis, in preparation of and assistance with surgical dressings, as well as general treatments common to all services.

c. Care of Infants and Sick Children

This service generally includes the care of infants and sick children from the age of three weeks to twelve years, and shall be provided in a segregated unit in which a minimum daily average of five medical and five surgical patients is maintained. This is exclusive of T. and A. This unit to be under the direct supervision of a registered nurse who satisfies the qualifications for FACULTY MEMBERS. The service will also include experience in the milk room in the preparation of special formulae and infants' diets under adequate supervision, together with an opportunity to observe and study the child for whom the formula is prepared. Wherever possible, an opportunity should be given for observation of the normal child, such as may be found in the Children's and Well-Baby Clinics connected with the Nursing Schools and in hospitals.

d. Obstetrical

The obstetrical service must be provided in a segregated unit which shall include delivery room, nursery, ward or wards, and the necessary utility, bath and toilet rooms. Where private room service is provided, it is advisable such rooms be placed as an integral part of the unit. Minimum experience in this service must include:

Active participation at twelve deliveries, which experience shall include the following:

- Setting up of delivery room
- Care of patient during labor
- Assisting obstetrician with examination
- Scrubbing for delivery
- Preparation of patient for delivery
- Care of patient during delivery
- Assisting obstetrician during delivery
- Care of chart during labor and delivery
- Care of patient after delivery
- Care of new-born (following prescribed routine methods of the individual hospital in regard to oiling, care of the eyes, identification, measuring, weighing, charting, etc.)

Fourteen days in the care of the new-born—the minimum being a total of ten babies cared for. Twenty-eight days post partum care and in addition, wherever possible, attendance at prenatal and post-natal clinic is advised. It is advisable that experience in the obstetrical department shall not be given prior to the student's required service in the operating room and imperative that it shall not be given until the student has either completed the theoretical instruction in this subject or at a time when the experience could be correlated with the theory. Additional time spent in the obstetrical department shall be considered as an elective service and shall be governed by regulations for electives.

This department shall be supervised by a registered nurse who shall satisfy the qualifications for FACULTY MEMBERS. She shall have supervision over the delivery room, the care of mother and infant, and the instruction of the students in Obstetrical Nursing.

e. Diet Kitchen

This experience shall be provided under the direct supervision of a qualified dietitian who shall be a member of the American Dietetic Association and who shall be responsible for the theoretical instruction in this course. It shall include actual preparation of all types of therapeutic diets including the preparation of diets for nephritic, diabetic, hyper-tension, gastric ulcer, and other special diets with an opportunity to observe the patient for whom the food was prepared. It is required that each student shall be given experience in the preparation of an average of at least three distinct types of therapeutic diets daily. Calculation of food values is required.

Tray service without actual preparation of food by the student nurse under supervision of a qualified dietitian will not be considered part of her experience.

f. Operating Room Service

This experience shall include a service of 56 days. During this time the student shall have opportunity to assist with 25 surgical operations. Additional time spent in the operating room shall be considered as an elective service and shall be governed by regulations for electives. The main purpose of the operating room service is to give opportunity for training in aseptic technique, in team work, and in emergency work. Not more than two weeks of this period shall be spent in preparation and sterilization of supplies.

The remainder of the time shall be spent in rotating service to include preparation of operating room, selection of instruments, handling of sponges, sutures, etc.

Experience in the central dressing room, out-patient department, emergency room, under qualified supervision, not to exceed 14 days, may be included in the 56 days required for operating room service.

Assignment of students to the operating room must be preceded by or correlated with theoretical instruction in this subject. The operating room experience should precede the service in the Obstetrical Department.

The supervisor of the operating room shall satisfy qualifications for FACULTY MEMBERS and shall have as her sole duty the responsibility of this Department as well as the instruction of the student nurses in operating room technique.

Student nurses assigned to day duty on operating room service may not be called to assist with night operations.

g. Out-Patient Department

This department, when well organized and supervised, presents an opportunity for experience as a means of supplementing ward work, and is a valuable field for the teaching of preventive medicine only when there is adequate medical and nursing supervision. This experience should be correlated with the service of the department to which the student is assigned, or she may be assigned for a definite period and rotate through the various clinics.

h. Nursing in Special Diseases

The School is urged to secure for the student experience in the care of eye, ear, nose and throat, skin diseases, and other specialties.

Theoretical instruction in medical and surgical subjects, obstetrics, and pediatrics shall be taught by physicians and surgeons specializing in these fields, and shall be followed by nursing classes taught by the supervisor or instructor specializing in these. Whenever possible the lecturers should be employed on a salary basis.

Schools for Men Nurses

Schools for Men Nurses shall provide instruction and experience in Genito-Urinary instead of Obstetrical and Gynecological Nursing.

If the hospital does not provide sufficient experience in Genito-Urinary diseases, affiliation should be secured. The Board will accept as a minimum in this service a total of 84 days which shall include bedside care of not less than a daily average of five patients.

The requirements for conducting Schools of Nursing for Men are identical with those of all approved Schools of Nursing in Pennsylvania with the exception of the substitutions of Genito-Urinary Nursing for Gynecological and Obstetrics in both theory and practice. In the event it is the desire of the School of Nursing to offer to men students a course in pediatric nursing, it is required that such experience be limited to the care of male pediatric patients, and that such experience be provided in a segregated unit.

3. Affiliations

a. Hospitals not equipped to comply with the above division and content of services for their students are required to arrange to affiliate for such services as are lacking with a School of Nursing approved and recommended by the Pennsylvania State Board of Examiners for Registration of Nurses.

b. Contracts of Affiliations shall be filed in the office of the Pennsylvania State Board of Examiners for Registration of Nurses before such affiliation can be approved. The theoretical instruction shall be given in the affiliating school. This is essential for the proper correlation of practice and theory. Such affiliations shall not come before the entire content of the student's first year work has been covered. All affiliations must be completed at the time specified for the completion of the course.

c. It is strongly advised that affiliations be secured in mental and nervous diseases, contagious diseases, and public health nursing.

d. Schools of Nursing connected with special hospitals must provide for its students experience for a period of one year in a hospital or hospitals giving the required opportunities for training.

e. Students completing a three months' affiliating course in psychiatric nursing or a two months' course in communicable disease nursing may be granted an allowance of 30 days on the medical nursing days' requirement. A credit of 30 days only may be granted to any one student who may have completed both of these courses. One-half of the time spent in communicable disease affiliation may be credited to pediatrics or medicine, but not to both.

f. The theoretical instruction in medical and surgical diseases shall be given by the home school and repeated in the affiliating school in order that theory and practice may be correlated.

F. Working Conditions

These include the following:

Hours of duty	Living conditions
Ward equipment	Recreational
Supervision	facilities

In order that a student may profit by the course of instructions which the school offers and that the patients may have proper care, it is essential that the hours of duty should be such as to allow necessary time for rest, recreation, and study.

1. Hours of Duty

It is required that hours of duty for students shall not exceed 48 weekly and shall include the hours of class and lectures. This shall apply to both day and night duty. Night duty shall be given only after the first nine months of the course and shall not exceed 56 nights each year.

2. Vacation shall not be less than 63 days during the course and Schools of Nursing are encouraged to increase this period to one month annually.

3. No Student Nurse or Registered Nurse employed on the Staff of a School shall be assigned for office work, telephone operator, admission clerk, or the duties which belong to that of a domestic—such as washing of soiled linen, dish-washing, preparation of nurses' meals (day or night), etc.

4. X-Ray, Pharmacy, Anesthesia, and Laboratory experience shall not be elective studies, but post-graduate.

5. The Board does not approve the practice of assigning students to special duty for pay.

6. No practical nurse as such shall be placed on duty in a hospital which conducts an approved School of Nursing. Subsidiary workers with definite duties may be employed.

7. Students shall have completed the prescribed course of the school and may not be retained in the school beyond this time to secure additional courses, or for disciplinary measures.

8. Students shall not be assigned to isolation departments before they have had theoretical instruction in medical asepsis, and have been satisfactorily immunized. Such department must be a segregated, well-organized unit under competent supervision as outlined under FACULTY MEMBERS; the hours of duty to conform to those in general nursing services.

Ward Equipment

It is required that ward and service rooms be properly located and equipped for the nursing care of patients. These rooms should be large enough to provide adequate working space and facilities for uniform placement of equipment, including both utensil and bed pan sterilizers in working order. In order to provide safe nursing care it is essential that individual equipment be provided for each patient. Such equipment to include a drinking glass, face basin, soap dish and soap, mouth wash cup, emesis basin, towel, wash cloth, and bath blanket. These should be kept at the patient's bedside in a cabinet provided for this purpose.

Supervision

In order that classroom instruction may be properly carried out, it is necessary that supervision by qualified registered nurses be provided. The Board will not accept as adequate supervision that provided by the student nurse. The Board will accept as adequate supervision in a hospital of 50 beds registered nurses as supervisors and head nurses in the approximate ratio of one to 25 patients. At no time shall any unit of the hospital be without adequate supervision of a registered nurse.

Housing and Living Conditions

Plans for Erection of Nurses' Residence: The Pennsylvania State Board of Examiners for Registration of Nurses requests that all architects' plans for nurses' residences shall be submitted to the Board of Nurse Examiners for review.

As the health and education of a nurse is much affected by her environment, it is essential that proper housing shall be provided. Among the essentials shall be a building erected for the purpose, or where this is not possible, one suitable and adequate. Housing the nurses in any part of the hospital will not be approved. There should be individual sleeping rooms at least size $8\frac{1}{2}'$ x $12'$ and $9'$ ceiling, or where rooms are sufficiently large, two may occupy the same room, provided individual equipment is supplied—such as a single bed (double decked beds will not be approved), bedding, bureau, straight chair, writing desk, comfortable chair, book-shelf, rug, adequate lighting (including both over-head and desk light), and closet space not less than $3' \times 4'$. It is essential that the Director and Faculty Members of the School of Nursing be provided with suitable living quarters; these to offer ample facilities for rest and privacy. Rooms accommodating more than two nurses are discouraged.

It is essential that night nurses have quiet rooms in which to sleep, and in nurses' residences in which double rooms are used, it is essential that separate sleeping quarters be provided for night nurses. Day and night nurses should not be permitted to share the same room.

Corridors in nurses' residences may not be less than $5'$ in width.

The following Social and Service rooms are recognized as essential:

Reception room, library, sitting room, kitchenette, sewing room,

and laundry; bathing and toilet facilities which will provide a ratio of toilets to population of 1-5; a ratio of lavatories to population of 1-3; ratio of bath fixtures to population of 1-6. Congregate bath and toilet facilities are desirable. Showers, bath tubs, and toilets shall be completely partitioned in order to provide essential privacy. (Note: For hygienic reasons lavatory facilities should be placed in the unit which provides the toilets.)

Dining Room Facilities and the Dietary

The standard of living of the student nurse shall include adequate dining-room accommodation, preferably in the nurses' residence, but it shall not be located in a basement. Such room shall be well lighted and ventilated and attractively furnished. The dietary shall be planned by one competent, preferably the dietitian, to give proper consideration to the work of the nurse, bearing in mind the mental and nervous, as well as the physical strain to which she is subjected. In selecting the diet, due consideration shall be given to the change of seasons as well as to the careful selection, planning, cooking, and serving of food.

The service should be prompt and efficient during the meals; there should be one waiter or waitress for every 15 students and students shall not be required to wash their own dishes. CAFETERIA SERVICE IS DISCOURAGED.

The employment of a night cook is required to prepare the midnight meal for student nurses assigned to night duty.

Recreation Facilities

It is believed that any hospital maintaining a School of Nursing has a definite responsibility in the social welfare of the student and should, therefore, make provision for such in the nursing quarters. Reception rooms and recreation rooms should be attractive and home-like, and should not be on the same floor as the sleeping quarters. Provision should be made for wholesome social life in the residence and for the introduction of outside interests which the student nurse particularly needs.

Many Nursing Schools are now employing social directors or house mothers to look after those aspects of the students' home life to which the Director and Staff cannot give much attention, owing to their other engrossing duties.

It is recommended, in order that competent supervision may be maintained in the nurses' residence at all times, that a hostess, house mother, or social director be employed for this purpose.

Extra-Professional Activities: The value of extra-professional activities is recognized as an essential in the all-round development of the individual. The content of such a program in any school will depend upon its location, size and type of school, and opportunities offered. For details on extra-professional activities refer to the Curriculum Guide.

G. Standards of Admission

The selection of students in Schools of Nursing is the responsibility of the individual school and a matter over which the Pennsylvania State Board of Examiners for Registration of Nurses has no jurisdiction.

Education

While the minimum legal requirement for registration in Pennsylvania is "completion of work" equal to a standard high school course, as evaluated by the Department of Public Instruction and upon which all approved schools base their entrance requirements, it is noted that many schools have enriched their programs and raised their standards. This has created a difference in qualifications required for admission to schools of nursing. For this reason it is suggested that an individual desiring information concerning entrance requirements to a given school direct her request for such information to the Director of the School of Nursing in which she is interested.

The applicant must provide satisfactory credentials from high school showing the amount of work she has completed. An applicant unable to present the required certificate may be permitted to take a qualifying examination under the Accrediting Committee of the Department of Public Instruction, Room 217, Education Building, Harrisburg, Penna. The Nursing School may accept the certificate of this examination in lieu of the certificate of a high school.

The Pennsylvania State Board of Examiners for Registration of Nurses emphasizes as special subjects, which may be taken during the high school course, the following—Chemistry, Physics, Biology, and Physiology. In addition to these they advise English, History, and Arithmetic. These subjects are not, however, considered as nursing subjects, and credit could not be given for them in Schools of Nursing.

Applicants who do not measure up to the above requirements should be urged to make up deficiencies through the following channels—either by attending an approved high school (day or night) or having a qualified tutor in preparation for State examination. While the above meets the requirements of the law in Pennsylvania, the Board would emphasize the importance of graduation from an approved high school.

An applicant who has successfully completed college work may be granted three months' credit in her nursing program for each year of college work completed. The granting of such time allowance will depend upon the content of the college course as it relates to the nursing program and the policies established in the Nursing School regarding such procedure. Any credit which may be granted for completion of college work should be determined prior to the entrance of the student in order that her nursing program may be planned accordingly.

Psychometric Test

In order to determine the qualifications of the applicant and assist in the proper selection of students for the nursing profession, the Board recommends that psychometric tests be administered by a licensed psychometrist.

Health

The applicant shall have well-established health, certified to by a recent certificate of general health by a physician in good standing, a dentist, an oculist, and a Certificate of Vaccination. Before accepting the student, she shall have a complete physical examination by the School of Nursing physician. It is further required that such physical examination be made each year, and recommended that she be given the Schick Test, Typhoid Vaccine, X-Ray of the chest and Wassermann.

It is further recommended that a daily Health Clinic be maintained at a given hour in the hospital under the supervision of a member of the Nursing Staff, conducted by a physician, where the nurses may feel free to go for treatment and advice.

Age

While the minimum age to be accepted in a School of Nursing is 18 years, the Board strongly recommends that consideration be given the young woman of greater maturity who is better able to accept the responsibilities of the profession.

Character and Experience

In view of the nature and responsibility of a nurse's work, it is required that three or more references be secured from responsible citizens. Experience in home responsibilities, in the business world, or in travel are all valuable assets to be considered in selection of the student.

H. Faculty

The Pennsylvania State Board of Examiners for Registration of Nurses shall consider essential in the faculty of any School:

Director	Night supervisors
Instructors (two full-time)	Dietitian (qualified by membership in the American Dietetic Association)
Clinical Instructor	
Floor supervisors	
Registered general duty nurses	

Requirements

1. For new appointees to the position of Director of the School or Director of Nursing:
 - a. Registration in Pennsylvania.

- b. Experience in educational and administrative work in a School of Nursing.
 - c. Professional and academic preparation equal to at least that represented by a Bachelor's Degree.
- 2. For new appointees to the position of Instructor :
 - a. Registration in Pennsylvania.
 - b. Professional and academic preparation equal to at least that represented by a Bachelor's Degree.
 - c. Evidence that they are qualified to teach their respective subjects.
- 3. For those already holding positions as Director or Instructor, but who have deficiencies in high school preparation :
 - a. Evidence of completed high school preparation by September, 1942. This time limit has been deferred because of the War Emergency.
- 4. The requirement relative to high school preparation (3) applies also to those holding positions as Head Nurses and Supervisors.

Recommendations

- 1. For new appointees to the position as Supervisor :
 - a. Pennsylvania Registration.
 - b. Professional and academic preparation equal to at least that represented by a Bachelor's Degree.
 - c. A minimum of one year's experience as a graduate nurse in a hospital conducting an approved School of Nursing. This experience should include orientation in both educational and administrative work.
 - d. Advanced preparation for the special field secured through post-graduate courses, college work, etc.
- 2. For new appointees to the position of Head Nurse :
 - a. Registration in Pennsylvania.
 - b. A minimum of six months' experience as a graduate nurse in a hospital ward under supervision.
 - c. Advanced preparation for the special field secured through post-graduate courses, college work, etc.
- 3. For any Faculty Member (Director, Instructor, Supervisor, Head Nurse) who is at present holding a position but who does not meet the requirements as outlined above for new appointees :
 - a. Continued professional and academic preparation. It is recommended that a minimum of four semester credits in a College or University be taken during the year.

It is recognized that there may be individuals who for various reasons may not be able to meet standards outlined above and yet who, because of the excellence of their professional experience and unusual personal qualifications, make outstanding contributions to the education of the nurse. Such cases will receive individual consideration by the Board, and exceptions will be made according to the merits of the case.

I. Teaching Facilities

The Pennsylvania State Board of Examiners for Registration of Nurses will accept as a minimum for efficient teaching in all Schools:

1. A General Class and Lecture Room
2. Nursing Arts Laboratory
3. A Science Laboratory
4. A Dietetic Laboratory
5. A Reference Library

All teaching rooms shall provide ample blackboard space, adequate equipment for their special purposes, and be well lighted and ventilated. The Board does not favorably consider a basement location for a teaching unit.

Reference Library

A good reference library is absolutely essential to satisfactory teaching. The library shall be properly heated and lighted, and provide one chair and table space for each five persons using it. Recent reference books and current periodicals shall be provided for each course in the curriculum. The library shall be accessible between the hours of 8 A. M. and 10 P. M. A full-time librarian is recommended.

Records

The importance of a good system of records can hardly be overemphasized; they shall begin with the application of the student and serve as a continuous history of her program. Moreover, the continued approval of the School is dependent upon securing definite information from accurate, up-to-date records, which are open for inspection AT ALL TIMES. It is, therefore, required that such records be kept and preserved in a locked, fire-resistant, filing cabinet. The records shall state the student's efficiency in practical work, attendance and rating in her classes, demonstration and lectures, her deportment, the length of her assignment to each department (day or night), absence from duty, sickness, and vacation. The required minimum forms as set up by the State Board shall be used.

It is recommended that upon completion of the student's course, two photostatic copies of her record be made, one given to the nurse and the other to be placed in the file of the school. In the event the school should be discontinued the copy in the school file shall be forwarded to the office of the Pennsylvania State Board of Examiners for Registration of Nurses.

Signatures

The School of Nursing Instructor shall sign the report of all class-work and her name shall appear on the permanent record form as well as that of the Director of Nurses. A place shall be provided for these signatures on the permanent record form.

Diploma Date

The date appearing upon the school diploma shall be the date upon which the student completes the prescribed course in the school and not the date of her formal graduation.

Admission of Classes

So long as the hospital is dependent on the system of student nursing service, it will probably be necessary to admit students as often as twice yearly. In the interests of both student and teacher, the time of admitting classes should be kept as nearly as possible to once yearly. The number of applicants admitted to a pre-clinic group should be adequate to insure a MINIMUM class of eight students.

It is recommended that an average of three and one-half to four hours of bedside nursing care per patient per day be used as a criterion for determining the adequacy of clinical facilities and as a guide to the number of students enrolled in the school.

The Pre-Clinic Course

A pre-clinic course of 24 weeks is required. To meet this requirement in Schools of Nursing where there are small groups, several such Schools may unite in a centralized group and qualified instructors be obtained. In the instance of the centralized group, a member of the teaching faculty of the School of Nursing shall attend a sufficient number of these classes in order to effect a better correlation of theory and practice.

Since this period is an integral part of the whole theoretical course, it must be completed as a unit in the first semester of the first year period. It will be necessary to repeat this course for each group admitted, bearing in mind the fact that where students are admitted more frequently than once yearly, it will be necessary to REPEAT NOT ONLY THE PRE-CLINIC COURSE, BUT THE WORK OF THE SECOND SEMESTER AS WELL, IN ORDER TO PROPERLY CORRELATE THEORY AND PRACTICE, AND TO COMPLETE ALL FIRST YEAR SUBJECTS BEFORE ENTERING UPON THE SECOND YEAR.

Centralized Teaching Programs

In order to conserve instructional personnel and relieve congestion in housing, an agreement may be consummated with a recognized college for the teaching of the basic sciences. Two or more schools combining for this course in one college. In all such situations the Board

requires a qualified nurse co-ordinator to be in residence in the college. All such plans shall be approved by the Pennsylvania State Board of Examiners for Registration of Nurses before any school enters into such an agreement.

Severed Students

The Director of Nurses shall send to the State Board office on the form card provided by the Board the names of all severed students as soon as they occur; likewise, they shall notify the Board of the suspension of a student nurse when the suspension covers a period of three or more months.

Transfer of Students

Schools of Nursing wishing to admit a student who has withdrawn from another school shall submit to the Pennsylvania State Board of Examiners for Registration of Nurses on form provided, the plan of program adjustment. Such plan to show that the student will, upon completion of her course in the school, have satisfied Pennsylvania's Minimum Curriculum Requirements. Regardless of the time spent in the former school, the student will be required to spend a minimum of one year in the school which plans to grant the diploma.

It is recommended in all such situations that the student be admitted to the school at the beginning of the school term.

Sick Leave

Sick leave of no more than 14 days during the course will be approved for any one student.

Allowances, Tuition Fees, and Scholarships

While a few Schools of Nursing are granting to their students a money allowance for the purchase of uniforms, textbooks, etc., the tendency which is prevalent in representative schools of discontinuing this practice is to be encouraged; funds so conserved to be applied to the advancement of nursing education in the School.

The custom of charging a fee to partially defray the expense of the pre-clinic course is a sound one, and its adoption should be seriously considered.

Scholarships might be offered to exceptionally well qualified candidates who are desirous of securing advanced nursing education but who find it financially impossible to do so.

Conferences

The value of Staff Conferences in maintaining professional standards cannot be overestimated.

In order that the student may have a more scientific and broader method of approach in whatever field she may select, it is recommended that time be allotted for instruction by the following methods:

Nursing Care Studies, Ward Classes, Conferences, Seminars, Symposium, etc. The Director of the School will require her instructors and supervisors to carry their teaching program into the wards where they may be correlated with practice.

School Announcement

In order that all interested applicants may acquire a definite knowledge of conditions and opportunities which a School maintains, it is recommended that every approved School of Nursing publish a School Announcement.

Endowments

It is not necessary to remind the Administrator of any School of Nursing of the difficulty in obtaining financial support for the necessary upkeep of the School. It is, however, important that she should make every effort to stimulate community interest to assist in providing financial support for the School by way of endowment. No School of Nursing can hope to carry on and develop its work satisfactorily without adequate financial support.

Secretarial Assistance

Secretaries in the offices of Schools of Nursing (at least part-time) should be employed in order that the Director of the School may be relieved of the details of record keeping and other secretarial work.

Class Calendar

In order to facilitate the plan of instruction herein outlined, a definite schedule including date, hour, and subject to be covered should be outlined before the opening of each school year. These may be placed in the hands of the student or a weekly schedule may be posted.

Regulations Governing the Licensure of Attendants

(Act of Assembly, 1919)

During the year 1919 the Act governing registration of Nurses in the state of Pennsylvania was so amended as to admit the licensing of trained attendants.

The Pennsylvania State Board of Examiners for Registration of Nurses requires the following program as a minimum for Attendants:

Convalescent Care

Care of the Aged

Care of the Chronic

Care of Well Children

In other cases supplement the service of the registered nurse, and when required assume the duties of an intelligent mother in the household.

It is recommended that the weekly hours of service shall not exceed 48 hours.

Course

Length—12 months

Theoretical Instruction—125 hours

Practical experience shall be under the supervision of a Registered Nurse at all times.

Suggested Division of Time

Two months devoted to classroom instruction; the remaining months to be divided in the care of the mildly ill, chronic, and convalescent patients, including children's medical and surgical, as the hospital may afford.

Superintendent of School

Must be a registered nurse having had preparation for and experience in teaching.

Outline of Theoretical Work

The course of theoretical instruction as recommended, follows closely the curriculum for Subsidiary Workers for the Care of the Sick as outlined by the American Nurses' Association, and is for women attendants only. Men attendants shall receive instruction in Genito-Urinary diseases and Venereal diseases in place of the courses in Care of Mothers and New-born Infants and Nursing of Children. Reference books are to be provided in the subjects required. A combined lecture room and demonstration room, with adequate equipment, must be provided.

Division of Time—Theory and Classroom Practice :

Ethics	10 hrs
Household Hygiene	} 20 hrs
Personal Hygiene	
Bacteria and their relation to disease	
Elementary Anatomy and Physiology in relation to its application in other subjects	12 hrs
Nutrition and Cookery, to include its practical application	25 hrs
General Nursing (including the household medicine closet and methods of administration of medicine	30 hrs
Nursing of Children, of the chronic, the aged, and convalescent	10 hrs
Emergencies and First-Aid	5 hrs
Care of the Mother and the New-born Infant after normal delivery	10 hrs
Survey of the Field for Licensed Attendants	3 hrs
TOTAL	125 hrs

Special attention to be directed to feeding of helpless patients, and observation in administering hydrotherapy.

Addendum

* After November 1945, all institutions desiring to establish an approved school of nursing will be required to submit evidence showing a daily average census of not less than 30 medical patients, 30 surgical patients, 20 obstetrical patients, and 20 pediatric patients, (10 medical and 10 surgical exclusive of T and A).

